

South Bethlehem Historic Conservation Commission

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

Building address _____

Owner of building _____ Phone: _____

Owner's address _____

Applicant _____ Phone: _____

Applicant's address _____

Street and Number

City

State

Zip Code

*Application form, photographs, and drawings (if necessary) must be submitted by **12:00 noon** on the second Monday of the month in order to be placed on the agenda for the next meeting.*

1. PHOTOGRAPHS - Photographs of your building and neighboring buildings **must accompany** your application.

2. TYPE OF WORK PROPOSED – Check all that apply. Please bring any samples or manufactures specifications for products you will use in this project.

____ Trim and decorative woodwork

____ Skylights

____ Siding and Masonry

____ Metal work

____ Roofing, gutter and downspout

____ Light fixtures

____ Windows, doors, and associated hardware

____ Signs

____ Storm windows and storm doors

____ Demolition

____ Shutters and associated hardware

____ Other _____

DRAWINGS OF PROPOSED WORK – Required drawings **must accompany** your application. Please submit one (1) copy of 8-1/2" x 11" or 11" x 17" drawings OR eight (8) copies of drawings larger than 11" x 17".

____ Alteration, renovation, restoration (1/4 or 1/8"=1'0" scale drawings required IF walls or openings altered.)

____ New addition (1/4" or 1/8"=1'0" scale drawings: elevations, floor plans, site plan)

____ New building or structure (1/4" or 1/8"=1'0" scale drawings: elevations, floor plans, site plan)

____ Demolition, removal of building features or building (1/4" or 1/8"=1'0" scale drawings: elevation of remaining site and site plan)

____ Sign (Scale drawing of sign and support bracket; photo of proposed sign location)

4. DESCRIBE PROJECT – Describe any work checked in #2 and #3 above. Attach additional sheets as needed.

5. APPLICANT'S SIGNATURE _____ **DATE:** _____

